



City Of Hastings, Minnesota

Request for Proposals For Insurance Agent Services

Proposals are due to the City of Hastings
4:00 p.m. Friday, October 7, 2016

City of Hastings
Finance Division
101 4th Street East
Hastings, MN 55033
www.hastingsmn.gov

September, 2016

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I. Introduction and Background

A. Introduction and General Information

The City of Hastings invites written proposals from insurance agencies to act as the agent of record starting January 1, 2017. The City of Hastings expects to select a firm that will serve the City until December 31, 2021. The ideal firm should have extensive experience working with municipalities. The agent of record will be determined by the fee proposed and the qualifications of the insurance agency and their staff.

The City of Hastings' insurance coverage for property, liability, automobile, and workers' compensation is provided by the League of Minnesota Insurance Trust (LMCIT). LMCIT requires cities to use the services of an agent to assist and advise a city on their insurance coverage. The policy coverage period is an annual term effective January 1 of each year. Additionally, the City insures its hydroelectric facility through a separate policy. The current insurance company for the hydroelectric facility coverage is Chubb. The City is seeking agent representation for both the LMCIT and hydroelectric facility policies.

B. Scope of Work

The insurance agency will be responsible for the following:

1. Assist in managing, tracking and ensuring coverage is secured for insurable assets, such as buildings, mobile property, automobiles and the hydroelectric facility.
2. Assist with the gathering of information needed in order to complete the renewal application, and with application submission.
3. Review of the LMCIT insurance policies for completeness and accuracy. Confirm that the schedules have been updated for the new data supplied during the renewal process. Provide the City with a recap of insurance costs and an explanation of premium increases for each renewal.
4. Monitor the LMCIT policy and coverage options. Provide explanations and recommendations of insurance coverage, deductibles, limits and other options as needed or requested.
5. Review loss reports for accurate reporting, appropriateness of reserves, loss trends, etc.
6. Assist in submitting claims and interpreting coverage as applied to particular claims.
7. Issue certificates of insurance as needed.
8. Perform risk assessment analysis as requested.
9. Review contracts and leases for insurance issues.
10. Assist in evaluating and confirming that city contractors have obtained the insurance coverage required by the City.
11. Perform other duties customarily handled by an insurance agent and agreed upon by both the City and Agent.

The insurance agency shall demonstrate their experience and qualifications by including in their proposal the following information:

C. Qualifications

1. List the number of years the agency has been in business.
2. List experience of working with municipalities insured by the LMCIT during the last five years.
3. Detail the name(s), qualifications, experience, and professional designations of the agency's staff proposed to service the City's account.
4. Detail the agency premium volume excluding personal lines of coverage (health, life, etc.).
5. Present limit of errors and omissions coverage in place for the agency.
6. Describe any other agency resources or special qualifications that would be advantageous to the City.
7. Provide a list of three references for municipal clients with contact information.

D. Agency Services

1. Describe the services your organization would provide, throughout the year, to our account.
2. Describe the service capabilities that set your Agency apart from its competitors.
3. Explain the claims process. Describe your firm's communication philosophy for keeping City Management informed on open claims to ensure that all claims are being managed appropriately.

E. Transition

Describe your plan to assure a smooth transition if you were to assume responsibility for us as a client.

F. Fees

The fee proposed shall be in lieu of a LMCIT commission. It is anticipated that the Agent will be appointed for a five year period. An annual review process will be required and the City or Agent reserves the right to cancel the contract with a 30-day written notice. The insurance agency shall indicate in its proposal the fee required to service the City's LMCIT insurance coverage for the policy periods of:

January 1, 2017 – December 31, 2017
January 1, 2018 – December 31, 2018
January 1, 2019 – December 31, 2019
January 1, 2020 – December 31, 2020
January 1, 2021 – December 31, 2021

The proposed fees should cover all services requested in this request for proposal.

G. Rights of Review and Financial Liability Limitations

The City of Hastings reserves the right to reject any or all proposals, to request additional information from any or all applicants, to waive any submission deficiencies or procedural irregularities, and to negotiate the terms of any or all proposals as determined to be in the best interest of the City.

The City shall not be liable for any expenses incurred by the proposer including, but not limited to, expenses associated with the preparation and submission of the proposal, attendance at interviews, or final contract negotiations.

II. Instructions

A. Proposal Submission

Proposal submissions should contain the required elements in the following order:

1. Title page which shows the proposal subject, name of the proposer's agency address, telephone number, name of contact person and date.
2. Table of contents
3. Proposing agency's overview and qualifications
4. References
5. Agency Services
6. Transition Plan
7. Proposed fees

All responses, questions, and correspondence should be directed to Finance Manager Rebecca Petersen.

Questions will be accepted via e-mail through September 30th. A summary of all questions and responses will be provided to all proposers who have made inquiries.

Two (2) copies of the proposal shall be submitted to:

Rebecca Petersen
Finance Manager
City of Hastings
101 4th Street East
Hastings MN 55033

651-480-2347
rpetersen@hastingsmn.gov

B. Schedule

- 1. City issues Request for Proposals..... September 14, 2016
- 2. Proposal due date.....October 7, 2016
- 3. Review of RFP's completed/finalist interviews scheduled.....October 12, 2016
- 4. Interview and presentations (if needed).....October 17 – 18, 2016
- 5. Final decision/contract negotiation..... October 24 – 28, 2016
- 6. Contract consideration by the City Council.....November 7, 2016

NOTE: ALL PROPOSALS MUST BE RECEIVED AT HASTINGS CITY HALL NOT LATER THAN 4:00 PM, OCTOBER 7, 2016.

III. Affirmative Action

The City of Hastings is an Affirmative Action/Equal Opportunity Employer, and therefore, the agency selected shall not discriminate under the contract against any person in accordance with federal, state and local regulations.